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24 March 1954

MEMORANDUM FOR: Chief, PDC

VIA : Chief, FI/RQM
Chief, FI/ADMIN

SUBJECT : Upgrading of Editor, GS-0010.01-07, Slot BV-163

1. I recommend that slot BV-163, editor, be increased from its current GS-7 to whatever level is more compatible with standards in the rest of the Agency. Considerations in determining the appropriate level are: (a) occupant of this job performs the complete editing function on all operational intelligence research reports produced by this Division (such reports cover all areas of the world) and (b) the occupant works independently, with no more supervision than can be given by the Chief of the Division.

2. My suggestion is that these responsibilities are worth a GS-11, but I am not prepared firmly to recommend a specific grade because I am not familiar with the grades authorized for comparable jobs elsewhere in CIA.

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Chief, RQM/DIS

Attachment:
Job Description - BV-163

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